



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	12-30-2006
Subchapter:	1	Forms	
Issuance:	5.61	<b>CP&amp;P Form 5-61, Notification: Services May Continue Beyond Age of Majority</b>	

Click here to view or print the CP&P Form [5-61](#)

### HOW TO USE

Notification: Services May Continue Beyond Age of Majority, CP&P Form [5-61](#), is used to provide official notice to the adolescent, that CP&P will continue to provide services to him or her beyond the age of majority (from age 18 through age 21). The adolescent's case will remain open unless he or she a) wants the case to be terminated, or b) is not compliant with the criteria for continued services from CP&P. The letter is sent under the signature of the Office Manager.

The assigned Permanency Worker meets with the adolescent to assess his or her needs, plan for his or her self-sufficiency, and begin his or her transition to adulthood. The Permanency Worker prepares the letter for signature by the Office Manager.

### WHEN TO USE

The letter is sent to the adolescent six months prior to his or her eighteenth birthday. Copies are sent (as appropriate) to those adults who are responsible for the adolescent, either legally, by agreement, or by virtue of their authority (e.g., residential staff). Included in these categories are: parent/guardian, resource parent, institutional/residential staff.

The CP&P Form [5-61](#) is prepared using the on-line form in the computerized forms manual. In the future, it will be available through NJ SPIRIT download procedures. When preparing individual letters, use Local Office letterhead and enter the name, address and telephone number of the Local Office directly under "Division of Child Protection and Permanency."

The Worker:

1. Enters the information listed below in the opening section of the letter:

- The date the letter is being prepared;

- The adolescent's name and address;
- The NJS Case ID number;
- The adolescent's name in the salutation portion of the letter after the word "Dear."

2. Enters the information listed below in the second paragraph of the letter:

- The name of the assigned Permanency Worker;
- Selects "your family/guardian," "your caregiver" or "your social worker/other," as applicable, and
- Selects "your family/guardian," "your caregiver" or "your social worker/other," as applicable.

3. Enters the information listed below in the fourth paragraph of the letter:

- The name of the assigned Permanency Worker, and
- The telephone number and extension number, of the assigned Permanency Worker.

The Office Manager or designee signs the letter, which is addressed and mailed to the adolescent via regular, first class delivery, and also through certified mail, when appropriate.

## **DISTRIBUTION**

Original	-	Adolescent
Copy	-	Case Record
Copy	-	Parent/Guardian
Copy	-	Resource/Residential or Independent Living Setting staff
Copy	-	Office Manager's file
Copy	-	Adolescent's Attorney
Copy	-	Caring Adult (who will remain involved in the adolescent's life after CP&P terminates intervention)
Copy	-	Other Appropriate Persons